

Melissa Leigh Gilbert

curriculum vitae

Rockville, MD 20853

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EDUCATION

Master of Fine Arts in Theatre Arts: emphasis in Costume Design, Scenic Design (Secondary)

University of Iowa, Iowa City, IA,

Bachelor of Fine Arts in Theatre Arts: emphasis in Costume Design, Minor in British Literature

Randolph-Macon Woman's College, Lynchburg, VA,

CURRENT POSITION

OLNEY THEATRE CENTER

Wardrobe Supervisor and Costume Associate

2018-Present

ACADEMIC POSITIONS

SANDY SPRING FRIENDS SCHOOL, UPPER SCHOOL

Long Term Theatre Sub: Acting II hybrid + Stagecraft II hybrid

Spring 2021

MCDANIEL COLLEGE, THEATRE DEPARTMENT

Adjunct Lecturer

Spring 2020

UNIVERSITY OF LOUISIANA AT LAFAYETTE, PERFORMING ARTS DEPARTMENT

Interim Assistant Professor of Theatre Design and Technology

2017-2018

Adjunct Instructor

2016-2017

SOUTH LOUISIANA COMMUNITY COLLEGE, ARTS AND HUMANITIES

Adjunct Instructor

2016-2017

COURSES TAUGHT

MCDANIEL COLLEGE

THE 2205: Costume and Makeup Design

1 semester

Hybrid course re: covid-19

UNIVERSITY OF LOUISIANA AT LAFAYETTE, PERFORMING ARTS DEPARTMENT

THEA 375: *Stage Management*

1 semester

THEA 352: *Scenic Design for the Stage*

1 Semester

THEA 351: *Lighting for the Stage*

1 Semester

THEA 251: *Stagecraft*

2 semester

THEA 161: *Introduction to Theatre, online*

4 semesters

UNIV 100: *Your First Semester Through the Eyes of a Puppet*

2 semesters

THEA 313: *Adv. Topics: Scenic Painting*

1 semester

Shop Supervisor: *Theatre 333 Workshop, Theatre 254 Costume Tech*

4 Semesters

18 productions

SOUTH LOUISIANA COMMUNITY COLLEGE, ARTS AND HUMANITIES

THEA 1010 *Introduction to Theatre*

3 semesters

THEA 2010 *Introduction to Acting*

1 semester

UNIVERSITY OF IOWA, THEATRE ARTS DEPARTMENT

Instructional Support, *Costume Design II*

1 semester

Instructional Support, *Costume Design I*

1 semester

RANDOLPH COLLEGE, THEATRE ARTS DEPARTMENT

Costume Design

1 semester

Senior Seminar

2 semesters

Production Lab Supervisor: Costume Shop

2 semesters

4 Productions

COSTUME DESIGN

director/choreographer

McDaniel College - Winchester, MD

<i>Hand to God</i>	Tad Janes	2021
<i>Speech and Debate</i>	Zack Callis	2021
<i>As You Like It (abridged)</i>	Elizabeth van den Berg	2020
<i>Sense and Sensibility (covid-19 cancelled)</i>	Gene' Fouche	2020
<i>The Grass is Greenest at the Houston Astrodome</i>	Patsy Zekulic	2020
<i>Fire Exit</i>	Zack Callis	2020
<i>After Happily</i>	Kendall Harnsberger	2020

ACADIANA CENTER FOR THE ARTS – Lafayette, La

<i>Issue # 1</i>	Riley McCallum	2018
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CYPRESS KNEE THEATRE COMPANY – Lafayette, LA

<i>The Crucible*</i>	Alicia Chaisson	2017
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*And Scenic Design

UNIVERSITY OF LOUISIANA AT LAFAYETTE – Lafayette, LA

<i>Evening of Dance</i>	Kenneth Jenkins, Coord.	2017
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SHAWNEE SUMMER THEATRE – Bloomfield, IN

<i>The Wizard of OZ</i>	Derek Bertelsen	2015
<i>I Love You, You're Perfect, Now Change</i>	Ann Kreitman	2015
<i>The Cat in the Hat</i>	Maggie Spanuello	2015

UNIVERSITY OF IOWA – Iowa City, IA

<i>The Luck of the Irish</i>	Tlaloc Rivas	2015
<i>Makeover (Premiere)</i>	Nick Demos	2014
<i>The Designer (Premiere)</i>	Mario El Caponi Mendoza	2014
<i>Four Stories (Premiere)</i>	Nina Morrison	2014
<i>Quiet, Witches (Premiere)</i>	Nina Morrison	2014
<i>She Stoops to Conquer</i>	Kristin Clippard	2013
<i>Lady M (assistant designer)</i>	Matt Hawkins	2012

NEW LONDON BARN PLAYHOUSE -- New London NH

<i>Laughter on the 23rd Floor</i>	B.T. McNicholl	2014
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THE THEATRE LAB – Washington DC

<i>Urinetown, The Musical</i>	Delia Taylor	2012
<i>Parade</i>	Deb Gottesman	2012

WILDWOOD SUMMER THEATRE – Bethesda, MD

<i>A Funny Thing Happened...</i>	Megan Behm	2012
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RANDOLPH COLLEGE -- Lynchburg, VA

<i>A Midsummer Night's Dream</i>	Mace Archer	2012
<i>Spring Awakening</i>	Mace Archer	2012

E.C. GLASS THEATRE -- Lynchburg, VA

<i>25th Annual Putnam County Spelling Bee</i>	E. Tom Harris III	2010
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RANDOLPH-MACON WOMAN'S COLLEGE - Lynchburg, VA

<i>Exit the King</i>	Jenn Lamy	2010
<i>The Rocky Horror Show</i>	Katheryn Clay	2009
<i>Elektra</i>	Amy Cohen	2008
<i>Boy Gets Girl</i>	E. Tom Harris III	2008
<i>Uncommon Women and Others</i>	Ken Parks	2007

SCENIC/LIGHTING DESIGN – PAINTING – TD

Director/Choreographer/Designer

UNIVERSITY OF LOUISIANA AT LAFAYETTE

<i>Hansel and Gretel</i>	Scenic Design	Shawn Roy	2018
<i>Elektra</i>	Scenic Design/TD	Carl Granieri	2018
<i>Paradise Drowned</i>	Design/TD	Carl Granieri & Sara Birk	2017
<i>State of La Danse</i>	Lighting Design	Marie Broussard, Coord.	2017
<i>Another Openin' Another Show</i>	Scenic Design/TD	Shawn Roy	2017
<i>Arcadia</i>	TD/Charge	Cece Ducote, Des	2017
<i>The North Plan</i>	Scenic Charge	Cece Ducote, Des	2017
<i>Q: A Tragedy</i>	Scenic Design/Charge	Shannon Miller	2016
<i>Metamorphoses</i>	Scenic Charge	Shannon Miller, Des.	2016
<i>Vanya & Sonia & Masha...</i>	Scenic Artist/Supervisor	Dylan Oster, Des.	2015

UNIVERSITY OF IOWA

<i>Below the Pacific</i> (Premiere)	Scenic Design/Charge	Marina Johnson	2015
<i>Order Now</i> (Premiere)	Scenic Design/Charge	Lesley Geffinger	2014

PUPPET DESIGN – CONSTRUCTION

UNIVERSITY OF LOUISIANA AT LAFAYETTE – Lafayette, LA

<i>Metamorphoses</i>	Puppet Designer	Carl Granieri	2016
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UNIVERSITY OF IOWA – Iowa City, IA

<i>Below The Pacific</i>	Puppet Artisan	Josh Christoffersen, Des.	2015
<i>Out of the Pan, Into the Fire</i>	Puppet Artisan	Josh Christoffersen, Des.	2012

WIGS – HAIR – MAKEUP

OLNEY THEATRE CENTER + Wardrobe Supervisor

<i>Singin' In The Rain</i>	Wig Supervisor	Ann Nesmith, Des.	2019
<i>Cabaret</i>	Hair/Wig Supervisor	Ali Pohanka, Des	2019
<i>Matilda</i>	Hair/Wig Supervisor	Ali Pohanka, Des	2019
<i>Comedy of Tenors</i>	Wig Supervisor	LaShawn Melton, Des	2019
<i>Elf</i>	Hair/Wig Supervisor	Dori Beau Seigneur, Des	2018
<i>South Pacific</i>	Wig/Makeup Supervisor	Ali Pohanka, Des	2018
<i>On The Town</i>	Wig Supervisor	Ali Pohanka, Des	2018

THEATRE CEDAR RAPIDS – Cedar Rapids, IA

<i>Dreamgirls</i>	Wig Stylist, Promo	Emily Christoffersen, Des.	2015
<i>Les Miserables</i>	Wig Stylist	Emily Christoffersen, Des.	2014

UNIVERSITY OF IOWA – Iowa City, IA

<i>Lady M</i>	Makeup Development	Emily Busha, Des	2012
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CREATIVE PROJECTS – RESEARCH – COMMUNITY ENGAGEMENT

Masquer-aid Covid-19 Mask Auction for the Actors Fund

May 2020

- Built a hand embroidered mask for auction to Benefit the Actors Fund
- Costume Professionals For Wage Equity organized the online event featuring works by numerous industry professionals.
- Sold for \$425

CREATIVE PROJECTS – RESEARCH – COMMUNITY ENGAGEMENT *cont'd*

- Climate Change Theatre Action *University of Louisiana at Lafayette* November 2017
- *Paradise Drowned* is a performance piece that includes two short plays and a devised piece that center around the issue of Climate Change, specifically the loss of land in Louisiana due to Coastal Erosion. Premiered in the Fall of 2017, filmed, then shown in conjunction with ArTech Fusion in the spring of 2018.
 - Collaborated with Faculty and students from Performing Arts, Architecture, Sociology, and Intermedia to mount three new works in conjunction with the international CCTA
 - Climate Change Theatre Action (CCTA) is a worldwide series of readings and performances of short climate change plays presented biennially in support of the United Nations Conference of the Parties (COP meetings).
- Scenic Painting Workshops *Episcopal School of Acadiana* April 2017
- Led 2 workshops in Scenic Painting with the 5th grade Scenic Enrichment Cluster for their production of *Annie Jr.*
 - In the first workshop students learned about the scenic painting process: renderings, paint samples, swatches, and tools. They practiced basic skills in Scumble, Spatter, and Splatter.
 - The second workshop looked at faux finishes and how one could use their basic skills to create wood, brick, and marble. They based out part of the set and chose a Green Marble to paint in Daddy Warbucks' mansion.
- Notting Hill Carnival Artist *Mahogany, London, UK* July-August 2014
- Worked as Section Chief on the "Awake" section of costumes.
 - Created templates and mock-ups of the design then supervised and coordinated the build of the "Melting" section which consisted of 17 costumes that included; 51 large icicle wings, hats, tabards, and skirts.
 - Organized volunteers to draw, cut, and assemble approximately 1500 icicle pieces into costumes over the five-week build process.
 - Work with Mahogany was part of 2014 Summer Research "Suits to Soca" exploring the connection between bespoke tailoring and non-traditional garments and materials used in carnival.
- Classic Couture: Tailoring Techniques *Arts University Bournemouth, UK* July 2014
- Three week course in bespoke English Tailoring as part of Summer Research "Suits to Soca"
 - Construction of half a woman's Dior Jacket, Men's 19th Century Waistcoat, and Men's 19th Century pants pockets.
 - Emphasis on hand-stitching techniques including button holes.
- Kidney Man Mascot Costume *National Kidney Foundation of Iowa* June 2014
- Designed and built a six-foot high, neon orange, three-dimensional kidney shaped mascot costume to promote awareness of kidney disease.
- Iowa City Carnival Artist *Iowa City Carnival* May-June 2014
- Worked with the Iowa City Carnival at various community events prior to and including Carnival.
 - Assisted in the construction of costumes using a variety of non-traditional materials.

FELLOWSHIPS – AWARDS - GRANTS

SPARK Collaborative Grant, Co-Investigator 2017

University of Louisiana at Lafayette - \$4,000 awarded

- The Collaborative Grants are awarded to cross-disciplinary and collaborative proposals and are awarded up to a maximum amount of \$4,000. *Paradise Drowned* was part of the Climate Change Theatre Action (CCTA), a worldwide series of readings and performances of short climate change plays presented biennially in support of the United Nations Conference of the Parties (COP meetings).
- The work included two of the provided plays as well as a new devised work based on the research of other Faculty at the University of Louisiana at Lafayette. This project was a collaboration between faculty in Performing Arts, Architecture, Intermedia, Sociology and was filmed and presented during ULL ArTech Fusion in the Spring of 2018.

ArTech Fusion Grant. Co-Investigator 2017

University of Louisiana at Lafayette - \$2,000 awarded

- ArTech Fusion is a program in the College of the Arts that promotes and highlights the dynamic relationships between the Arts and Technology. Based on the ideas of 'STEM to STEAM' we recognize the transformative innovation potential when Art and Design are integrated with Science, Technology, Engineering and Math.
- ArTech Fusion is a celebration of the innovative creative work by faculty, students and community partners, fostered by digital resources at UL Lafayette and in our local community. The funding provided allowed *Paradise Drowned* to be filmed and presented during ArTech Fusion in the Spring of 2018 after it's initial performance in the Fall of 2017.

Obermann Fellowship, Graduate Institute on Engagement and the Academy 2015

University of Iowa - \$500 awarded

- The Obermann Graduate Institute is a one-week interdisciplinary institute in which University of Iowa graduate students from across campus to explore how public engagement can enhance teaching, research, and creative work.

Stanley Graduate Award for International Research 2015

University of Iowa - \$2,500 awarded

- Awards are given annually to University of Iowa graduate students for the pursuit of international research/fieldwork and career interests. "From Suits to Soca" compared classical tailoring techniques and materials to non-conventional Carnival Costumes.
- The project was conducted in July/August of 2014 in Bournemouth and London, England.

SIF Summer Career Development Award 2014

University of Iowa - \$3,500 awarded

- Scholarship to fund students in the Theatre Arts MFA program working on a creative project outside of the Iowa City area during the summer term. Utilized to fund "From Suits to Soca" research summer of 2014.

Margaret Hall Study Abroad Scholarship 2014

University of Iowa - \$3,500 awarded

- Scholarship to fund international travel for design students. Utilized to fund "From Suits to Soca" research summer of 2014.

PROFESSIONAL DEVELOPMENT – CERTIFICATIONS – COURSES

Dramatists Guild Institute: Teach-in for Art and Healing 2021

Three days of workshops focusing on creative practice to “kindle the artistic flame”

University of Michigan MOOC

Certificate in Leading for Equity Diversity and Inclusion in Higher Education 2020

Bridging The Gap: African American Hair and Makeup in Theatre

Introduction to Hair online Workshop. July 2020

Introduction to Makeup online workshop Sep 2020

Statera Mentorship

Mentee Cohort 2020

Olney Theatre Center

CPR/First Aid Two-Year Certification, 2018

RootsCampLA

“Unconference” for Social Advocacy and Action 2017

University of Louisiana at Lafayette

CPR/First Aid Two-Year Certification, 2017

Project Allies: LGBTQIA Ally Training, 2017

ULearn Online Teaching Certification, 2016

Developing an Effective Syllabus, 2016

Designing Assignments for First-Year Students, 2016

Classroom management 101, 2016

Beyond the Lecture: Active Learning Strategies, 2016

The Impact of Unconscious Bias on Student Success, 2016

PROFESSIONAL SERVICE

ONLINE ENGAGEMENT

Resume + Portfolio Reviewer

- PCPA- Reviewed materials for four students and provided feedback

Wardrobe Supervision Interview

- Interviewed by student at Niagara University about Wardrobe Supervision

Guest Speaker -Girl Scout Troop 1750

- Spoke with scouts about Makeup in Professional Theatre; answered questions
- Dressed up and did full makeup as Maleficent for the session

Guest Speaker - Sandy Spring Friends School Stagecraft + Acting Class

- Spoke with students about a career in theatre
- Discussed aspects of production and design

OLNEY THEATRE CENTER

Co-Curator: Share The Digital Space

- Curated innovative new Digital Content for OTC as a result of Covid-19
- Engaged with Community Members to create and market content

The Melissa Gilbert Learning Hour - Two Sessions

- Weekly online Zoom courses during Covid-19 Shutdown
- 55 Minutes covering: Basic sewing, makeup, masks, puppetry, painting

Equity, Diversity, and Inclusion Committee 2018-2021

- The committee will help to define the process by which Olney follows through on these, will make recommendations to Senior Staff and Board about what we could be doing to help forward our work in this area, and will reinforce our commitment with continual learning.

PROFESSIONAL SERVICE cont'd

Behind The Scenes Technical Support - *Singin in the Rain*, *ELF: The Musical*

- Created Display of Costumes for a "Make it Rain" pre-show event for 200 guests.
- Participated in Q&A about the Costumes, Shoes, Process, and other aspects of the Production
- Created Display of costumes for Visually Impaired Guests to view close up prior to performance.

UNIVERSITY OF LOUISIANA AT LAFAYETTE

Beaux-Arts Ball, 2015-2017

- Assisted in set-up/strike, supervised student volunteers and provided items for Silent Auction to benefit scholarships for the College of the Arts

Ford Lecture, 2017

- Provided lighting support for the School of Architecture and Design's lecture and automotive clay modeling demonstration from the Ford Design Center

Disney on Ice, 2016

- Brought in Team Members from the technical staff from Disney on Ice to speak with students about the technical aspects of touring an ice show, coordinated a student trip to view Load in, made connections with the touring company for possible future employment for students.

Duel Focus at URTAS Guest Speaker, 2016

- Arranged for Chicago Area Actress/Costumer, Sasha Hildebrand, to skype in with graduating seniors to discuss going to URTAS for performance and design, working professionally in both fields, looking for grad schools, and balancing the two disciplines.

SHOP AND FACILITIES MANAGEMENT

Costume and Scene Shop Supervisor and Facilities Manager, *12 productions, August 2015-2017*

University of Louisiana at Lafayette, Lafayette, LA

- Manages the Costume and Scene shops Shop, which includes supervising over 60 student workers and lab students producing costumes, props, masks, puppets, and sets for theatre, dance, opera, and student projects. Works with the Instructor of Costume Design and Technical Director on maintaining and organizing stock, budgets, and education. Facilities Management duties include scheduling and supervising outside rentals of Burke-Hawthorne Hall Theatre and managing contracts as well as acting as the departmental safety coordinator.

Costume Shop Manager

Shawnee Summer Theatre, *5 Productions, June/July 2015*

- Managed the costume shop for the season which included 3 musicals and 1 play. Staff included myself and another costume designer as well as acting interns, community volunteers, one college and two high school interns. Responsibilities included managing budgets and petty cash, instructing staff on various crafting and construction skills including patterning, sewing, alterations, wardrobe and stage makeup.

Costume Shop Manager, *7 productions, Summer 2013*

New London Barn Playhouse, New London, NH

- 6 musicals and 1 play. Four person staff as well as five acting interns and volunteers. Responsibilities included coordinating rentals to and from other theatres, managing budgets, assigning wardrobe positions, coordinating purchases and pulling with designers prior to their residence, and coordinating with junior intern productions.

SHOP AND FACILITIES MANAGEMENT cont'd

Costume Shop Manager, *4 productions, 2011-12*

Randolph College, Lynchburg, VA

- Managed the costume shop for four productions, two of which were student designers, coordinated an organization of costume stock, and oversaw rentals from stock. Supervised costume design students and production lab students in the construction and alteration of costumes as well as the laundering and wardrobe duties.

ADDITIONAL EMPLOYMENT

Scenic Painter, *8 productions, Spring 2014, Fall 2014, Spring 2015*

University of Iowa, Department of Theatre, Iowa City, IA

- Worked in a 4-6 person shop. Developed and executed scenic art finishes for main stage productions in two venues. Created samples and assisted in developing processes to create various finishes (eg. foliage, wood, concrete, rust, and brick).

Wardrobe Associate, *2 productions, Fall 2013*

University of Iowa, Department of Theatre, Iowa City, IA

- Supervised undergraduate student wardrobe crews. Duties included creating/updating paperwork, training crews, attending tech and dress rehearsals, facilitating quick changes, being on call during the run, and supervising strike.

Costume Stitcher, *5 productions, 2012-2013*

University of Iowa, Department of Theatre, Iowa City, IA

- Stitcher on a wide variety of productions from basic alterations to patterning and building a 18th century inspired dress with five foot wide panniers. Additional skills in distressing, costume crafts, and dying were utilized frequently.

Costume Intern, *11 productions 2010-2011*

The Olney Theatre Center, Olney, MD

- Stitcher on 11 productions during an 11 month Internship as well as worked wardrobe on six productions ranging from four person shows to lead wardrobe on the holiday production of *Annie* (three month run). Additional work was done with wig styling/maintenance and props.

Costume Intern, *3 productions Summer 2011*

Dorset Theatre Festival, Dorset, VT

- Stitcher on three productions as well as providing additional assistance in the paint and scene shop as needed.

SKILLS

- Patterning and draping, experience in tailoring, Mask and puppet making, Crafting, Distressing, Dying, Basic ventilating, Stage makeup, Domestic/industrial sewing machines and sergers, soldering,
- Scenic Painting, Props construction, Set construction, Electrician under supervision, Floral arrangements, Photography, Pickles, Bread
- Dance Training, Critical Response Technique workshop led by Liz Lerman, can read music, community organizing experience
- Microsoft Office, Working Knowledge: Photoshop (through CS7 and CC), SketchUp, Bridge, Illustrator, InDesign, Vectorworks
- Learning Management Systems: Moodle, Canvas, Blackboard, Zoom